



Date Request Taken: _____
Taken By: _____
User Class: _____
Deposit: \$ _____
Payment in full: _____

Rental Requests must be made a minimum of 7 days prior to usage. NO EXCEPTIONS

Rental Date _____ Time _____ am /pm to _____ am/pm
 Arrival Time Includes set up/Departure Time is After Clean up

Renter's Name/Organization: _____

Address _____
 Number Street City Zip

Telephone _____ Work _____ Cell _____

Additional Contact Person _____ Phone _____

Team Roster and Release of Liability on file: yes / no

(If team roster and release of liability is not on file then the rental must be done as an individual with respective deposits and fees etc.)

What will facility be used for? _____ Is your Activity open to the public? Yes / No

Number of People expected? (Including players and spectators) _____ Will concessions or merchandise be sold? Yes / No

Will alcoholic beverages be sold or made available to participants? Yes / No Is extra insurance needed? Yes / No (if yes attach policy to this agreement)

READ BEFORE SIGNING

The group or organization using the facility will comply with the laws of the State of California, the City of Livingston and the codes and rules established by the Livingston Recreation Department.

1. The rental group will be responsible for all persons in the group or organization and liability for all persons in attendance.
2. The rental group must assume liability for any damages done to the facility or equipment, and will leave the facility in the satisfactory condition. Groups leaving the facility without cleaning satisfactorily will lose their deposit.
3. The rental group will be responsible to see that no one in attendance to the facility during their rental is under the influence of or has in their possession, alcoholic beverages or drugs.(Please note that should any alcohol or drugs be found on the premises, the rental will be terminated and NO money will be refunded!!)
4. The group will vacate the facility at the time designated on this application. RENTAL TIME INCLUDES SET UP AND CLEAN UP.
5. All activity shall be under control and shall be operated and supervised to the satisfaction of the Recreation Department. If the activity is not operated or supervised to the satisfaction of the Recreation Department Staff, it may result in the loss of consideration of future requests from the sponsoring organization and /or cancellation of the activity at that time.
6. The Recreation Department reserves the right to shift activities to other facilities if available and necessary. Renter shall not sublet reservation booking to any other party. Renter must have a copy of a use permit in their possession during reservation hours.

Incident Weather: The Recreation Department reserves the right to cancel games/reservations due to inclement weather. Monday through Friday Recreation Staff will meet at approximately 2 pm to discuss playing conditions. Facility staff will park staff to make the opening or closing decision. Assigned field and/or site managers will have the responsibility of determining whether or not to start activities after 5pm, on weekends and at other times. Full time staff members for the program areas involved will consult with the assigned supervisor during nights and weekends as requested. The assigned supervisor and or site managers have the responsibility to cancel activities due to weather conditions or noticeable field damage after play has started.

Insurance: Insurance will be required for league rentals and sports tournaments, fundraising events and all events that are open to the public or that have an anticipated attendance of over 500 people (whether public or private). Insurance may be provided by a private carrier in the form of a Certificate of Insurance. Proof of insurance must be provided at least thirty (30) working days prior to an event or the event is subject to cancellation.

Other Conditions: A dumpster key and if applicable a key to the Electric Box must be picked up Friday prior to your rental. If the key is not picked up and the on call personnel is dispatched \$70 will be deducted from your deposit. There will be a **\$27 fee** on all returned checks. Any activities or special arrangements not specifically authorized on your rental agreement/use permit are prohibited. Applicants agree to abide by all rules and regulations of the facility/field rented. All fees must be paid at the time the reservation is made in advance of event. No glass container allowed in any Park or Recreation Facility. No vehicles are allowed in any Park Facility

HOLD HARMLESS AGREEMENT

The applicant is an authorized agent of the group submitting this application. The applicant(and/or his/her)organization making this application understand and agree to assume all risk for loss, damage, liability, injury, cost or expense that may arise during or be caused in any way by such use or occupancy of the facilities of the City of Livingston. The applicant further agrees that in consideration of being permitted to use said facilities, HE/SHE AND THE GROUP WILL DEFEND, INDEMNIFY AND HOLD THE CITY OF LIVINGSTON, RECREATION DEPARTMENT AND THEIR AGENTS AND EMPLOYEES HARMLESS FROM ANY LOSS, CLAIMS AND LIABILITY OR DAMAGES AND/OR INJURIES TO PERSONS AND PROPERTY that in any way may be caused by the applicant's use or occupancy of the facilities. To be reimbursed on any and all deposits, the original deposit receipt must be submitted to City Hall after the event. Once submitted a check will be mailed within 30 days from the day the receipt was submitted, less any damage or cleaning costs incurred as a result of your event.

I/We, the undersigned, have read the above information and agreement and agree to comply with the terms of this agreement.

Signature _____ Date _____

Please Print Name _____

Request Approved: _____	Request Denied because _____
By: _____	Date _____
Fee: _____	Date/PD: _____
Deposit Amt.: _____	Date/PD: _____
STAFF ASSIGNED/Contact #: _____	
Special Instructions: _____	

User Classification Definitions – City of Livingston

Class I

Recreation or City sponsored or co-sponsored activities

Class II

Resident non-profit organizations such as Community leagues or service organizations, student organizations, Livingston Churches or schools conducting a community fundraiser for community purpose or benefit.

Class III

Individual residents or resident groups conducting classes, activities or parties. Private groups that have select memberships and/or specific intent, i.e. employee clubs, corporations, company picnics, family picnics and or reunions.

Class IV

Non Resident individuals or groups. (Not residing in the City of Livingston)

Resident/Non-Resident Description

Must have a Livingston address or live within the Livingston School District boundaries to be considered a Livingston Resident.

Resident Team Description

Being sponsored by a Livingston company or business does not make a team a resident team. A resident team is made up of 51% residents.

Field Rentals include Recreation Staff.

Field Rentals	Class I	**Class II	Class III	Class IV	Deposit
ODI ORTIZ SOCCER FIELD					
AVAILABLE ON WEDNESDAYS, THURSDAYS, SATURDAYS AND SUNDAYS ONLY Tournaments fees and scheduling must be done through the Recreation Office					
Soccer field No lights First 2 hours	0	\$46	\$46	\$54	\$150
Each Additional hour	0	\$23	\$23	\$27	
Soccer field with lights First 2 hours	0	\$92.40	\$92.40	\$110.88	\$150
Each Additional hour	0	\$46.20	\$46.20	\$55.44	
Field Prep – Includes paint and marking of lines\$4 per can of paint		\$132 WAGE ONLY	\$132 WAGE ONLY	\$158 WAGE ONLY	
½ BASIN USE NO LIGHTS 2 HOURS NO STAFF		\$20	\$20	\$24	

** Variance may be requested by non-profit groups.

Deposits are required on Classifications II, III, & IV before reservations are confirmed. Payment in full is due at the time the reservations are made prior to usage.

Tournaments and League scheduling must be worked out with the Recreation Superintendent a minimum of 2 weeks prior to usage. League scheduling will require rosters of each team and release of liability waivers and hold harmless agreements to include the City of Livingston from each player. Extra Insurance is also required.

Fee Work Sheet:

User Class: _____ Fee per hour w/lights: _____ Fee per hour wo/lights: _____
 Start Time: _____ X's # hours: _____ X's # hours: _____
 Finish Time: _____ Total w/lights: _____ Total wo/lights: _____
 Total Hours: _____ Total Fee: \$ _____ Deposit Total: \$ _____